E-GRANTS USER GUIDE

MAKING MODIFICATIONS TO "RETURNED FOR CHANGES" APPLICATIONS OR AMENDMENTS

Montana
Office of Public Instruction
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opi.mt.gov

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MODIFYING APPLICATIONS/AMENDMENTS WHEN "RETURNED FOR CHANGES"

Note about Pop-up Blockers: It is critical that pop-up blockers be off to have the program operate properly. Use the following link for instructions on how to disable pop-up blockers.

http://www.hotcomm.com/FAQ/FAQ_popups.asp

OPI REVIEW PROCESS

Once a district submits an E-Grants application to the OPI, the application is reviewed for compliance. If the application does not meet the specific requirements for each program, the OPI will return the application electronically to the district. This gives the district the opportunity to modify the application for final approval by OPI.

REJECTED APPLICATION/AMENDMENT INSTRUCTIONS

1. *Log into* the E-Grants System using your pre-assigned user ID and password.

2. *Click* on the appropriate program from the **Menu List** (e.g. ESEA/NCLB Consolidated).

3. If more than one LEA is listed, *select* the appropriate LEA.

4. *Click* the radio button to select the application/amendment with a status of "Returned for Changes" on the **Application Select** page.

5. *Click* the **REVIEW SUMMARY** button on the **Application Select** page.

   o A table opens showing the application/sections that have been accepted or rejected by OPI staff.

6. *Click* the radio button next to the section that has a status of "returned" on the **Review Summary** page.

7. *Click* **REVIEW CHECKLIST** (opens in a new browser window).

   o The checklist displays OPI comments from the review of each program. The comments will direct you to the sections of the application that need modifications.

   If the Review Checklist doesn't open in a new window, your browser's pop-up blocker may be preventing it from opening. Turn off your browser's pop-up blocker and try again.

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- o **Suggestion:** *Print* the "Review Checklist" for reference.

    - ▪ *Click* the "Printer-Friendly" hyperlink on the upper right-hand section of the review checklist page.

    - ▪ Use your browser's print function to *print* the page.

    - ▪ *Click* the **CLOSE PRINTER FRIENDLY PAGE** button.

8. *Click* the "Close Browser" hyperlink (upper right corner) to close the "Review Checklist" and return to the application.

    - ▪ Only the window with the checklist will close. The original browser window will still be open.

9. *Click* the **Page Lock Control** tab (opens **Page Review Status** page).

10. *Select* the "Expand All" checkbox to display all pages. Use the comments on the **Review Checklist** to determine which pages need to be changed.

    - o *Click* the "Open Page for Editing" check box for all application pages needing modification if they show as "locked" in the "Page Status" column.

    - o *Save the page!!!*

    Note: If the application pages are "open for editing" on the **Page Review Status** page, but the pages display a "locked" message, go to the **Submit Page** and *click* the **UNLOCK APPLICATION** button.

11. *Click* the tab of the first page you will be making changes on.

    - o Use the drop-down list in the upper-right of the page to get to the appropriate program level, if needed.

12. Make changes to all appropriate application pages as required (with guidance from the comments on the **Review Checklist**).

    - o *Save each page that is modified.*

13. C*lick* the **Submit** tab.

    - o *Run* the consistency check.

    - o *Correct* any errors that display.

When all edits have passed the Consistency Check, a message to the <u>Authorized Representative</u> stating, "Click Submit to OPI button to make final submission of the application for OPI review and approval," will appear.

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14. (AR only) C*lick* **SUBMIT TO THE OPI** button to *submit* the application.

> **Note:** If district staff with the LEA data entry role are running the consistency check, the button text is "Submit to Auth Rep." The application is not submitted to the OPI at this point. The AR must make final submission to the OPI.

Once the application has been submitted, the **Application Select** page status will be "Submitted to SEA."